



Instructions FY2024 Procurement Forecast Template

Distributed April 2023

Submission of the completed Procurement Forecast Template satisfies the Governor's Office of Small, Minority & Women Business Affairs request for a procurement forecast pursuant to COMAR 21.11.03.17 and 21.11.01.06

All agencies are required to submit the FY2024 Procurement Forecast and Attestation Signatures. The FY2024 Procurement Forecast report must include all new procurement contracts (including sole source and task orders) reasonably expected to be \$100,000 or more. Agencies only need to submit one report with all projected procurements and should also include current/existing contracts that are and are not SBR designated, and those contracts with or without MBE and VSBE goals.

Please note that the data provided will be available to the public in a searchable format on our website. The Procurement Forecast is one of the most active pages on our website and is used throughout the year by small, minority, women, and veteran- owned businesses that are interested in state procurement opportunities.

All participating agencies are required to submit their FY2024 Procurement Forecast in **EXCEL FORMAT** no later than June 30, 2023, via email to compliance.gosba@maryland.gov. The submission should include:

- The detailed FY2024 Procurement Forecast spreadsheet in Excel format
- The signed attestation in pdf format

NOTE: These worksheet templates are protected. Fields A, C, F, G, I, J, K and L have fixed drop-down menus. All **highlighted fields** are required fields. Please complete as many fields as possible if you have the information and do not try to add columns or change the drop-down menus.

TABS

FY2024 Procurement Forecast

All solicitations and contracts (both current/existing and new for both state- and federally funded contracts) of \$100,000 or higher that are anticipated to be advertised or awarded during FY2024 should be included in the report. The forecast shall include task orders under master contracts and sole source contracts. Please do not include modifications, change orders, renewals, or options for current contracts. **Small businesses are often looking for contracts below \$100,000. You are strongly encouraged to include contracts below the \$100,000 threshold whenever possible.**

Attestation Signatures

Electronic signatures are acceptable. Signed attestation page is to be submitted in pdf format.

COLUMNS

Column A – Agency Name (*required field*): Select the agency name from the drop-down menu. If your agency is not listed, contact GOSBA immediately at compliance.gosba@maryland.gov.

CURRENT/EXISTING CONTRACTS THAT WILL BE RE-SOLICITED Should complete Columns B-E (*If there is no current/existing contract, leave Columns B-E blank*)

Column B – Contract Number: (*required field*) Provide the ADPICS contract number or, for non-FMIS agencies, another agency identifier for the most recent current/existing contract.

Column C – Contract Amount (*required field*): Select the appropriate value range for the current/existing contract, excluding options and modifications, from the drop-down menu selections.

- USM Simplified \$5,000 to \$200,000
- \$15,000 to \$99,000
- \$100,000 to \$500,000
- \$500,001 to 1,000,000
- \$1,000,001 to \$5,000,000
- \$5,000,001 to \$10,000,000
- \$10,000,001 to \$20,000,000
- Over \$20,000,000
- To Be Determined

Column D – Incumbent Name: (*required field*) Provide the name of the contractor for the most recent current/existing contract. If multiple awards, please state “Various.”

Column E – MBE/DBE: (*required field*) Provide the overall MBE/DBE participation goal for the current/existing contract as a percentage. If the current/existing contract does not have an MBE/DBE participation goal, enter “0.” Note that this is not the actual MBE/DBE participation achieved, but the final MBE/DBE participation goal stated when the most recent contract was awarded. Though it is not mandatory, you may also enter any VSBE goal stated when the most recent contract was awarded.

CURRENT/EXISTING CONTRACTS AND NEW SOLICITATIONS

Should complete Columns F-O

Column F – Procurement Category (*required field*): Select the procurement category for the current/existing contract or the new solicitation from the drop-down menu selections. Refer to COMAR 21.01.02.01 for definitions.

- Architectural Services
- Construction
- Construction-Related Services
- Engineering Services
- Human, Social, Cultural & Educational Services
- Information Technology – Services
- Information Technology – Supplies and Equipment
- Maintenance
- Services
- Supplies and Equipment

Column G – Procurement Method (*required field*): Select the procurement method for the current/existing contract or the new solicitation from the drop-down menu options.

- USM Simplified \$5k to \$200k
- Architectural/Engineering
- Competitive Sealed Bid
- Competitive Sealed Proposal
- Intergovernmental Cooperative Purchasing Agreement – Lead
- Intergovernmental Cooperative Purchasing Agreement – Other
- IT Task Order (CATS)
- IT Task Order (Other)
- IT Task Order (PORFP)
- Noncompetitive negotiated procurement of Human, Social or Education Services
- Sole Source
- Other
- To Be Determined

Column H – Description (*required field*): Provide a short description of the products/services for the current/existing contract or the new solicitation. The description should be detailed enough to establish the general subject matter of the work/service to be performed or the item/product being purchased. If this is a current/existing contract that was designated as **Small Business Reserve**, you should include that in the description.

Sample Description: Cosmetology Services for residents at Springfield Hospital Center. Small Business Reserve designated procurement.

Column I – Location of Services/Delivery of Products (*required field*): Select the location of the services to be provided or delivery of products for the current/existing contract or the new solicitation

from the drop-down menu options.

- Central Maryland - Anne Arundel, Baltimore, Howard, and Harford counties and Baltimore City
- Western Maryland - Allegany, Carroll, Frederick, Garrett, and Washington counties
- Southern Maryland - Calvert, Charles, Montgomery, Prince George's, and St. Mary's counties
- Eastern Shore - Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties
- Statewide - Select if services/product will be performed/delivered in more than one region
- To Be Determined - Select for contracts to be performed outside Maryland.

Column J – Estimated Advertisement Date (*required field*): Select the estimated advertisement date for the current/existing contract or the new solicitation from the drop-down menu options. This field cannot be left blank. For contracts that are not advertised (e.g., sole source), enter the estimated award date.

- Q1 (July-Sept. 2023)
- Q2 (Oct.-Dec. 2023)
- Q3 (Jan.-March 2024)
- Q4 (April-June 2024)
- To Be Determined

Column K – Estimated Total Contract Award (*required field*): Select the appropriate value range for the current/existing contract or the new solicitation excluding options, from the drop-down menu options.

- USM Simplified \$5,000 to \$200,000
- \$15,000 to \$99,000
- \$100,000 to \$500,000
- \$500,001 to 1,000,000
- \$1,000,001 to \$5,000,000
- \$5,000,001 to \$10,000,000
- \$10,000,001 to \$20,000,000
- Over \$20,000,000
- To Be Determined

Column L – Term of Contract (*required field*): Select the term of the base contract for the current/existing contract or the new solicitation from the drop-down menu options.

- Less than 1 year
- 1-2 years
- 2-3 years
- 3-4 years
- 5 years or more
- To Be Determined

Column M – Name of Procurement Officer (*required field*): Provide the name of the procurement officer or other procurement official who can be contacted if there are questions regarding the specific

contract/solicitation. If no contact is listed, our office will recommend that the vendor contact the agency/department's Small Business Reserve (SBR), Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) Liaison.

Column N – PO's Telephone Number (required field): Provide the direct telephone number for the procurement official listed in Column M.

Column O – PO's Email Address (required field): Provide the direct email address for the procurement official listed in Column M.

Column P – Additional Information/Comments: Include any additional pertinent information, e.g. indicate if multiple awards will be made.

Return the completed **Excel template** (please do not pdf the Excel template) and **Attestation Signatures** to GOSBA via email at compliance.gosba@maryland.gov by, **June 30, 2023.**

Please direct any questions via email to Lisa Mitchell Sennaar, SBR Compliance Manager at lisa.sennaar@maryland.gov.

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